
FEDERAL CORRECTIONAL INSTITUTION

FCI/SCP

Edgefield, South Carolina

I N M A T E H A N D B O O K
(Pamphlet)

Revised August 29, 2008

The information contained in this handbook is current as of the date of publication. It contains summaries of Bureau of Prisons Program Statements and FCI Edgefield supplements and is subject to change. The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau, institution programs, and the rules and regulations inmates will encounter during confinement. The intention of this handbook is to help new inmates understand their responsibilities when they enter prison, and assist them in their adjustment to institution life.

John J. LaManna, Warden

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Introduction

The information contained in this handbook will serve as a guide for all inmates assigned to the Federal Correctional Institution, Edgefield, South Carolina. This information will help you to understand what is expected of you. This handbook will explain the general operations of this facility. You are encouraged to read this handbook carefully upon your arrival.

There should be open communication and cooperation between inmates and staff. You will find staff to be knowledgeable, firm, and fair as they address any inmate concerns. The staff will perform their duties in accordance with policy.

The Federal Correctional Institution, Edgefield, South Carolina, is located approximately 28 miles Northeast of Augusta, Georgia, and approximately 56 miles West of Columbia, South Carolina. The address is 501 Gary Hill Road, Edgefield, South Carolina 29824.

It is the mission of FCI Edgefield to securely, safely, and humanely house offenders, as well as to offer a variety of educational opportunities.

Under the Warden, FCI Edgefield is divided into two principle divisions. Programs are under the supervision of the Associate Warden (Programs), and Operations are under the Associate Warden (Operations). The Executive Assistant also reports directly to the Warden.

The Regional Director is responsible for all facilities within the Southeast Region. The Regional Office is located in Atlanta, Georgia. The Regional Office staff provide management and technical assistance to our personnel.

The staff of the Central Office coordinate all the activities of the Federal Prison System and are under the guidance of the Director of the Bureau of Prisons. Major functions of the Central Office include planning, policy development, management of manpower and other resources, monitoring the quality of programs and services, and coordination of activities of the regional offices and institutions.

The Central Office also has primary responsibility for public information activities, legal and legislative affairs and relations with Congress and various other government agencies.

A list of key United States Government Offices is noted below:

United States Parole Commission
5550 Friendship Boulevard
Suite 420
Chevy Chase, Maryland 20815

Attorney General
U.S. Department of Justice
10th and Constitution Avenue, N.W.
Washington, D.C. 20530

Director
Federal Bureau of Prisons
320 First Street, N.W.
Washington, D.C. 20534

Regional Director
Southeast Regional Office
3800 Camp Creek Parkway, SW
Bldg. 2000
Atlanta, Georgia 30331

For names and addresses of the Senate and House, consult the Congressional Staff Directory in the Law Library.

Institutional Procedures

During the intake screening process a social interview in a private setting will be conducted in order to determine an appropriate housing assignment. The Admission and Orientation handbook will be given to you at this time.

Once all the procedures are completed, you will be assigned to an appropriate housing unit. You will be moved to your assigned unit after all phases of the intake screening are complete. When you are moved, ensure that you take your blanket, linens, hygiene items, and any personal property with you.

Count

This procedure is to ensure the accountability of all who are committed to the institution. During the course of the day, Monday through Friday, there are five official counts. They are conducted every day at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand-up), and 10:00 p.m. There is also a standing count at 10:00 a.m. on weekends and federal holidays. It will be your responsibility to be ready for the count when the time nears. The Unit Officer will announce "COUNT TIME" when it is time. YOU are expected to:

- 1) STOP what you are doing and go to your assigned cell.
- 2) Remain silent during the count.
- 3) The 4:00 p.m. and 10:00 a.m. counts are "Standing Counts." All inmates will be standing in their cell.
- 4) For all stand-up counts, you will be required to be properly dressed.

The count is very important to the security of the institution. Should you delay or disrupt the count, you will be subject to disciplinary action. Staff have been instructed to only count a body when they see skin. Therefore, to avoid disruptions to your sleep, ensure that you expose some portion of your body during count.

Security Procedures

In the event inmates are on the recreation yard or compound during an emergency situation, and the Automated Verbal Warning System is activated and alerts "attention on the recreation yard/compound, all inmates lie face down on the ground and do not move", all inmates should immediately follow these instructions. If staff deem it necessary to use less than lethal or lethal force, all inmates should immediately lay face down on the ground and not move until instructed by staff to do so.

Callouts

Attendance for all "callouts" is mandatory. Failure to report for a callout, or refusal to participate, may subject you to disciplinary action. The only person authorized to cancel your callout is the staff member who put you on the callout.

A daily "Callout List" is published for participation in all programs, i.e., Religion, Library, Hospital, Dental, and Psychology. It is your responsibility to check to see if your name is listed on the callout sheet. Callouts are posted by 4:00 p.m. and attached to the unit bulletin boards located adjacent to the Unit Team area.

Inmate Accountability

It is the policy of the Bureau of Prisons to maintain strict inmate accountability at all times. This entails knowing the whereabouts of all inmates at this institution. Inmate accountability requires that you be in your assigned area. This includes housing units, job sites, and callout locations. To ensure you are in an authorized area, regular daily census counts and checks will be conducted. Inmates found to be in unauthorized areas will be subject to disciplinary action.

Searches

Searches are more commonly known as "SHAKEDOWNS." These searches can be of your person or your living area and may be done at any time. Regular searches are intended to promote security and safety for everyone.

The body search may consist of a fully dressed "pat" search or a "visual" search. You should prepare for the "pat" search by removing all objects from your pockets and they should be placed on the table or on the floor. During the "visual" search you will be required to remove all items of clothing.

A "visual" search can occur at anytime and it will be conducted in a private area away from other inmates. Searches are also conducted in your living area. You can expect to have your area inspected and searched regularly. You should expect that your property will not be abused or damaged. You will be held responsible for all contents of your locker, room, and area. If any unauthorized items, or "CONTRABAND," are found during any of the searches, they will be confiscated and you will be subject to disciplinary action.

Inmate Request to a Staff Member

This form is commonly referred to as a "copout" and may be obtained from the Unit Officer. Use this form to make requests for assistance and/or information. Be specific as to what you want. Address these to your Unit Officer, unit staff (Counselor, Case Manager, or Unit Manager), or any other staff member with responsibility of handling your specific problem.

Legal Assistance

You may conduct legal research on your own behalf. The Law Library is scheduled weekly for each housing unit.

Correspondence

Stamps are obtained through the Unit Manager and are issued on a "need only" basis. You will be able to purchase stamps from the Commissary on your purchase day. You may buy three books of stamps at any one time and may have a maximum of three books of stamps in your possession at any one time. One book contains 20 stamps. You may not receive stamps, or anything else of value, in the mail. Any unauthorized items will be returned to the sender. Correspondence will not be restricted as long as you do not abuse the privilege. You may not receive packages through the mail without prior written approval.

You will be solely responsible for the contents of any

correspondence you place in the mailbox. Outgoing regular mail must remain unsealed and will be inspected for contraband prior to being sealed. Legal mail may be sealed, but must be addressed to a legal address, i.e., Government Office, Attorney, etc. You may not write to persons in other penal institutions without prior approval from the Warden of both institutions. See your Unit Team for further instructions.

Incoming mail will be opened and inspected for contraband prior to delivery to the unit. An inmate wishing to order a publication should first communicate this request to his assigned unit team to ascertain whether individual issues of the publication are likely to be approved. If a publication is sent to the institution, the package should be clearly marked as to its contents (BOOKS, MAGAZINES, etc.). This will assist staff in ensuring the package contains authorized materials.

Books: Inmates are permitted only the allotted number of books (5), whether hard or soft-cover).

Magazines: Inmates are permitted only five magazines in their possession at any given time. Magazine subscriptions must be pre-paid. Inmates may pre-pay for subscriptions by using a "Request for Withdrawal of Inmate's Personal Funds," initiated through his unit team or by having a subscription pre-paid from outside the institution.

Newspapers: Newspapers, including newspaper clippings, must come directly from the publisher or bookstore.

Sexually Explicit Publications or Publications Featuring Nudity: Section 614 of the Fiscal Year 1997 Omnibus Budget Act (P.L. 104-208) prohibits federal institutions from distributing or making available to inmates any commercially published material which is sexually explicit or features nudity. This includes drawing, sketches, pre-printed stationery, internet pages, etc. Any item containing sexually explicit material will be rejected and returned to the publisher or sender in accordance with this Program Statement.

All books (including soft cover and hardcover), magazines, and newspapers (including clippings) are to be received only from the publisher or bookstore. At no time will inmates be permitted to receive these items from any other source (including a personal residence). Items received from other sources will be rejected and returned to the sender using the Stamps, Negotiable Instrument, or Other Items Returned to Sender form, BP-328(58), with copies being distributed as indicated on the form. Some types of publications that could jeopardize the security and the orderly running of the institution are strictly prohibited and will be returned to the publisher. Some examples of these magazines and/or publications are ones that explain weapons and explosive manufacturing, as well as martial arts training materials.

Legal Mail

Legal mail, if properly documented as legal mail, will be opened in your presence by the Correctional Counselor or other unit staff. It is your responsibility to inform your attorney of the procedures for handling Special Mail (see below). Special Mail is mail correctly marked and received from: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies, Consulates, U.S. Department of Justice (excluding the Bureau of Prisons, but including U.S. Attorneys), other federal law enforcement officers, state Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

Special Mail (From Attorneys)

To the Inmate:

It is suggested you provide this information to the attorney(s) who is representing you at the earliest opportunity.

To the Attorney:

The Bureau of Prisons Program Statement regarding Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that the envelope be clearly marked as "Legal Mail" with the attorney's name, address, title (the title of esquire does not qualify), etc., and that the front of the envelope be marked: "Open in the Presence of the Inmate," or with similar language clearly indicating that this correspondence qualifies as special mail and that the attorney is requesting that this correspondence be opened in the presence of the inmate. When the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence, for inspection for physical contraband and the qualification for any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If the correspondence is not clearly marked with the required identification that it is from an attorney, a statement that the correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

FCI

All special mail must be hand delivered by the inmate to the mail room staff. Mail room staff will accept special mail each morning, Monday through Friday, excluding holidays, beginning at 6:15 a.m. until 7:00 a.m. Additionally, mail room staff will also accept special mail each afternoon from 2:00 p.m. until 2:30 p.m. Inmates are required to have their inmate account card as verification of their identity when they drop off their special mail. Mail room staff will properly identify the inmate and verify the outgoing mail meets all the necessary criteria to be treated as special mail.

SCP

All special mail must be hand delivered by the inmate to the mail room staff. Mail room staff will accept special mail each morning, Monday through Friday, excluding holidays, beginning at 7:10 a.m. until 7:40 a.m. Inmates will be required to have their inmate account card as verification of their identity when they drop off their special mail. Mail room staff will properly identify the inmate and verify the outgoing mail meets all the necessary criteria to be treated as special mail.

SPECIAL HOUSING UNIT

A mail room staff member will make daily rounds to the Special Housing Unit each Monday through Friday, excluding holidays for the purpose of retrieving any special mail from inmates housed there. These rounds will be made at approximately 3:00 p.m. each day. Inmates must personally hand the mail directly to the mail room officer. No mail will be accepted that has been "left" in the door for staff. Staff will identify the inmate utilizing the posted bed book card located outside the cell door and verify the outgoing mail meets all the necessary criteria to be treated as special mail.

Any mail received from an inmate at the FCI, the SCP, or Special Housing Unit that does not meet the policy requirements to be treated as Special/Legal Mail, will be returned immediately to the inmate. The mail room staff will indicate to the inmate why the mail does not meet the necessary criteria.

Personal Property

For information regarding personal property authorized for retention, refer to the Institution Supplement regarding Inmate Personal Property, and the institution's commissary sales list.

Laundry

Dirty laundry will be accepted between 6:30 a.m. and 7:30 a.m. on Mondays, Tuesdays, Thursdays, and Fridays. Linens will be submitted only on Wednesday mornings at which time toiletry-type items will be also available during this time frame. Your laundry may be picked up the following workday between 11:00 a.m. and 12:00 p.m. At the camp laundry drop off is 6:30 a.m to 7:30 a.m., pick up 10:30 a.m. to 11:30 a.m. Monday through Friday. Wednesday linen exchange 6:30 a.m.- 7:30 a.m., clothing exchange 10:30 a.m.- 11:30 a.m.

NOTE: Wednesday during lunch mainline is the scheduled time designated for clothing exchange for clothes which are torn or unserviceable. A "copout" must be turned in before any exchanges are made. You will receive a response back on the copout informing you when to report to the Laundry for your exchange.

You will be required to sign for your clothing issue. Upon your release, all clothing items will be returned to the institution laundry.

All new commitments are assigned a laundry number which corresponds to a numbered bin located in the clothing room. All issued clothing will be tagged with your laundry number, name, and institution number. Socks, wash cloths, shoes, and towels will not be tagged.

Dress Code

Inmates are required to be properly dressed from 7:30 a.m. to 4:30 p.m. Monday through Friday. You are expected to be properly dressed during all meals, weekends and holidays included. You will also be properly dressed during any stand-up count, and anytime you leave your housing unit for callouts, visiting, etc.

Properly dressed means wearing institutional issued clothing, i.e., khaki shirts and pants. Buttons on shirts will be buttoned up except for the collar button. Khaki shirts with buttons will be tucked inside the pants. Personal sweat shirts may be worn under the clothing. You are also required to wear socks and some type of footwear. Shower shoes are not authorized to be worn outside the housing unit.

After the 4:00 p.m. stand-up count clears and all day on weekends and holidays, you may "dress-down" by wearing sweats and t-shirts.

Commissary

Shopping at the commissary is a privilege, not a right. This privilege may be suspended or revoked for failure to comply with the rules and regulations of conduct.

The institution operates a Commissary which provides numerous items that you may purchase. A list with the price of each item can be obtained from the Unit Officer. Once each week, you may make a visit to the commissary. You must have funds in your account to purchase goods from the commissary. You are not limited to the amount of money you may spend at any commissary shopping day; however, you may not spend more than the **monthly** limit set by policy (see section on Spending Limitations).

The operating hours of the Commissary will be from, 10:30 a.m. to work call, 4:00 p.m. to 8:00 p.m., or until last call, Monday through Thursday. Thursday will be 4:00 p.m. until last call. Camp Commissary Monday-Wednesday 10:30 a.m. until last call. Thursday after count clears until last call.

You will be allowed to visit the Commissary once each week for regular sales. The housing units at the FCI will shop on a rotation basis. This rotation schedule will rotate every 12 weeks and will be posted in the Commissary and all Units.

All Commissary lists must be turned in on your scheduled commissary day. If the Commissary Officer does not receive your list, or your funds have not been cleared, you will **not** be allowed to shop that day and must wait until the next week to shop. If you feel there is a discrepancy in your account balance, inform your Unit Counselor via an "Inmate Request to Staff Member" form. They will contact the appropriate staff member for review and/or correction. The Commissary Officer is not responsible for, nor can they answer questions about, posting of money to your account.

If you have been incorrectly charged, or if you have received the wrong product, you must notify the Commissary Officer prior to signing and returning your receipt to him.

He will make the appropriate corrections. There will be no refunds and/or exchanges of items after you have left the sales window area, no replacement will be made.

If you miss your assigned commissary day because you are on official callout, you may make up commissary on the following Friday, through your Correctional Counselor. You will not be authorized for make-up commissary if you had insufficient funds.

Commissary sales are final. Warranties are not accepted.

Spending Limitations

You are permitted to spend a maximum of \$290.00 each month for regular purchases. Stamps and special purchase items are exempt from the spending limit.

Commissary Orders

Commissary price list/order blanks are available in the housing units the night before your shopping day. The next morning, these completed lists will be collected by the commissary staff prior to your assigned shopping time. Prices are subject to change. Out of stock items, and any price changes will be posted at the commissary. You may add or substitute only for new or out of stock items with a like item.

An updated price list will be posted in the commissary area. Any personal item purchased MUST stay in the original container. If not, it will be considered contraband and confiscated. Personal clothing items (e.g., sweat shirt, shorts, shoes, etc.), and radios may not be altered in anyway. This includes cutting off sleeves, coloring (dyeing), writing/drawing, etc. Your name and register number are the only things authorized to be written on them. If any clothes are altered, it will be considered contraband and confiscated.

Deposits to Accounts

The Federal Bureau of Prisons utilizes the National Lockbox which is a centralized processing center for all incoming inmate funds. All funds being sent to inmates at FCI Edgefield, South Carolina, must be sent to the National Lockbox location at the following address:

Federal Bureau of Prisons
Insert Inmate Name
Insert Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

The institution mail room at FCI Edgefield does not accept funds from outside the institution. Please notify all persons who send you funds that they must send all funds to the national Lockbox mailing address (above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, letters, pictures or any items in the envelope. Enclose only the allowable negotiable instrument. The national Lockbox can not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they can not be posted to the inmate's account.

Sales Receipts

It is your responsibility to know the amount of money in your account. You may check both the balance in your account and the balance left on your monthly spending limit by reading your sales receipt. If you have any questions concerning your commissary balance on your account, you may check these by written request, or copout, to the commissary staff.

Telephones

Use of telephones (for social calls) is a privilege, not a right. This privilege may be suspended or revoked for failure to comply with the rules and regulations of conduct.

Each housing unit has telephones for your use between the hours of 6:00 a.m. and 10:00 p.m. The calls made from these phones MUST be direct. **No third party (3-way) calls or credit card billings are permitted.** All calls are limited to 15 minutes. After completing a call, you will have a 30 minute waiting period before the phone system will allow you to make another call. Using the telephone during count time is prohibited. You will only be allowed 300 minutes per month for telephone usage. The 1st of each month begins your 300 minutes. Regardless of the number of minutes you did not use for the previous month, your minutes start over on the first day of the next month. There is no carry-over for the minutes you did not use. All telephone calls are **monitored**, and your use of the telephone

is considered as your implied consent to have your phone conversation recorded.

You may make direct calls outside of the United States using your own funds from your account. Your family may establish a prepaid account that will allow you to make collect calls outside of the United States. See your Correctional Counselor for more details. Unmonitored calls to your attorney will be coordinated by a member of your unit team. Written requests should be routed to your Correctional Counselor.

At no time will you be allowed to make a three way phone call. Three way phone calls are described as you calling home, and having the person you are talking to establish a secondary line of communication by calling a cell phone.

Due to the increased use of Electronic Communication Devices, e.g., cellular telephones within the institution, any inmate found in possession of any such device or related equipment may be charge with a violation of Code 108, Possession, Manufacture, or Introduction of a hazardous tool, or Code 199 most like Code 108. Inmates will be subject to available sanctions if found to have committed the prohibited act.

You will automatically be issued a PIN (Personal Identification Number) for use in placing phone calls. You are only authorized to use your own PIN. At no time are you authorized to allow any inmate, (relative) to use your pin number.

You may only call telephone numbers that are placed on your approved telephone list (family, friends, attorney, etc.). It is your responsibility to complete a telephone list and submit it to your Correctional Counselor as soon as you arrive on your assigned floor.

Sanitation

Maintaining a high level of sanitation is a priority. You and the staff have a right to live and work in a clean and sanitary environment. To ensure that your fellow inmates also enjoy this right, the rooms are inspected daily.

You will be held responsible for any damage or any writing or markings on the walls or furniture. All inmates are subject to disciplinary action if they create graffiti on room walls, doors, chairs, and common areas. You must be considerate of others by keeping your area clean and neat. All personal property is to be stored in your locker, or the gray plastic tub provided to you. Any personal property that cannot be stored in your locker, and or gray tub will have to be discarded or mailed to your residence.

You will be required to maintain your own personal living areas. In addition, you will be required to assist in the cleaning of all common areas. Frequent sanitation inspections will be conducted. Failure to pass these inspections may result in disciplinary action.

General clean-up will be conducted each day between the hours of 7:30 a.m. to 10:30 p.m., 11:30 a.m. to 1:30 p.m., 5:30 p.m. to 6:30 p.m., and prior to lockdown which is 10:00 p.m. During these periods, recreational activities will be suspended and everyone will remain in their rooms except those working under the supervision of the Correctional Officer. Beds must be made by 7:30 a.m. Monday through Friday, and must be kept that way all day until after 4:00 p.m., with the exception of weekends and holidays. Beds will be made when you wake up for that day regardless of time. If you choose to lie on your bed, you must do this on top of your **made** bed. Rooms and living areas will be ready for inspection by the Unit Officer at 8:00 a.m. Cleaning supplies can be issued by the Unit Officer, from the designated storage room assigned in each unit.



- Floors are to be swept and mopped regularly. They shall be clean and free of excess dirt and dust.
- Beds shall be neatly made each day.
- No more than one pillow and two blankets are authorized.
- The extra blanket must be folded and placed on the foot of

- your bunk.
- Only one mattress per bunk.
 - All clothing, including t-shirts, underwear, and trousers must be in either your laundry bag or stored inside your locker.
 - Air vents and grills must be clear of any obstruction including paper.
 - Your trash can should be emptied prior to the 8:00 a.m. daily inspection.
 - Nothing is permitted to be taped, hung, or otherwise attached to the door and wall windows, walls, cell lights, locker, or bed. Cardboard boxes, paper bags, and plastic bags are not authorized for storage purposes. Pictures are only authorized to be attached to your cell bulletin board.
 - You may have no more than a total of 12 books and magazines combined (excluding legal books and school books).
 - All legal materials must fit inside your locker, or the gray plastic tub provided. If you are unable to store all of your legal materials in your locker, contact your unit team.
 - Nothing will be stored on top of the counter. One religious book i.e., Bible, Koran is authorized on the locker top.

Smoking

The Bureau of Prisons considers smoking as the carrying or inhaling of a cigar, cigarette, pipe, or other lit tobacco products.

Smoking is prohibited inside any federal building at anytime. All Federal Prisons are smoke free. Any inmate found to be in possession of any tobacco products, will be subject to violating the smoking policy, and will be subject to disciplinary action.

The Psychology Services Department does provide smoking cessation classes for those inmates who wish to quit smoking. In order to sign up for this class, you must provide an Inmate Request to Staff Member (cop-out) to the Psychology Department.

Visiting

Social visiting is a privilege, not a right. This privilege may be suspended or revoked for failure to comply with the rules and regulations of conduct which may not be related to visiting.

You are encouraged to have visits in order to maintain family and community ties. Visiting is conducted on Friday from 5:00 p.m. until 8:00 p.m., and weekends/federal holidays from 8:00 a.m. until 3:00 p.m. Visitors will not be processed after 7:30 p.m. on Friday, and after 2:00 p.m. on weekends/federal holidays. Any exceptions to this schedule must be approved by the Warden. Visitors arriving after 7:30 p.m. on Friday and 2:00 p.m. on weekends/holidays will not be allowed to visit.

You will be allowed a maximum of four (4) adult visitors in the visiting room at a time. There will be no limit on the number of children allowed to visit; however, you will be responsible for the conduct of all your visitors. All adult visitors will be subject to have their photographs taken prior to admittance. Any adult refusing to be photographed will not be permitted to visit.

Those individuals visiting you should be aware of the following:

It is a Federal crime to bring upon the institution grounds any weapons, intoxicants, drugs, or other contraband. Title 18 United States Code 1791 provides a penalty of imprisonment for not more than ten (10) years, a fine of not more than \$250,000, or both, to a person who provides or attempts to provide an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages.

The Warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable tests.

A visitor has the option to refuse any of the searches, tests, or entrance procedures, but the visit will not be allowed. This could also result in an indefinite suspension of visiting privileges for this visitor.

Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Sheet to be completed and returned to the Unit Counselor for final approval. The inmate will be required to forward the Visiting Regulations and the Visitor Information Sheet to the proposed visitors. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. Only those visitors documented on the approved visiting list will be authorized to visit. Members of your immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list as long as they can be verified in your PSI and upon completion of an NCIC check. However, the inmate will initiate the Visitor Information Form, and the form must be returned to the institution before the NCIC check is initiated. The Visitor Information Form will be mailed to the requested visitor, who must answer the questions and return the form, via the U.S. Postal Service, to the Correctional Counselor. It is requested that you inform your friends and relatives not to come to visit until after the final approval. Once your visiting list is approved, you may not change your list for six months. A common-law spouse will usually be treated as an immediate family member provided the common-law relationship was established in a state which recognizes such a status. For all other relations and friends, a completed Visitor Information Form/Questionnaire and Release Form will be required prior to consideration for approval. Visiting privileges usually will be extended to friends and associates having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good order of the institution.

Requests for approval for these additional visitors should be made to your Counselor at least three (3) weeks in advance of the intended visit.

An inmate's unit team at the inmate's request may submit a special visit request to the Unit Manager and the Associate Warden Programs for approval. Details of the visit should be written in an Inmate Request to Staff Member (Cop-Out) and submitted to your Unit Team Member.

All visits will begin and end in the visiting room. A short embrace will be allowed only upon the visitor's arrival and departure. Inmates entering the visiting area will be dressed in institution clothing. All inmates will be required to wear their khaki uniform with a belt and shirt tucked into their trousers. Inmates may also wear their institution-issued uniform steel-toed shoes or personal tennis shoes in the visiting room which will be inspected and stamped by the Visiting Room Officer. Clothing must be neat and clean.

Typical items that you may take into the Visiting Room are limited to a comb, a wedding band, prescription eyeglasses, a handkerchief, and a religious medal.

Your visitors will be required to dress appropriately when visiting you at this facility. The Operations Lieutenant or Duty Officer will be consulted prior to denying a visitor's entry into the institution because of their attire. Short shorts, tank tops, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room (sleeveless blouses, shorts/skirts not meeting the knee, absence of undergarments, jeans with holes, see-through clothing, spandex clothes, etc). Khaki, green, or camouflage will not be allowed. Footwear must be worn by all visitors.

Only the following articles are authorized to be carried into the institution by visitors:

- (a) Wallet or small clear plastic bag.
- (b) Money to be used for refreshments, no more than \$25.00.
- (C) Photo identification

- (d) Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer)

The following items will be permitted when infants are visiting:

- (a) Four (4) Diapers
- (b) One (1) pack of baby wipes (unopened)
- © One (1) change of infant clothing
- (d) Two (2) baby bottles with contents
- (e) Two (2) small jars of baby food
- (f) One (1) receiving blanket
- (g) One (1) see-through drinking cup

Identification is required for visitors. Identification may include a Driver's License, photo identification, or valid passport.

Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search. Purses, briefcases, or other approved items may also be searched. Other personal articles must be left in the visitor's automobile.

Visitors are permitted to bring a reasonable amount of diapers, infant care items, and feminine hygiene products into the visiting room. No food may be brought into the visiting room since vending equipment is conveniently located. Review the most current Institutional Supplement on Visiting Regulations regarding other items not listed in this section.

You are not allowed to receive coins or money for your Commissary account while in the visiting room. Money for commissary accounts should be sent through the mail in the form of a U.S. Postal Money Order.

No items may be exchanged in the visiting room without prior approval by the appropriate staff member.

For inmates who do not have a legal spouse, but there is an individual with whom the inmate has been cohabitating, and there is evidence the relationship was similar to that of a spousal one, that individual can be approved for visiting. The pre-existing relationship must be documented, which may include names on a lease, birth certificates of children, common address on a driver's license, etc.; and be subject to the normal screening procedures prior to approval.

Space is limited in the visiting room. Visits are based on a "first come first serve" system.

Any visitor with a criminal record requires the Warden's approval. This approval process can take several weeks, and your Correctional Counselor will advise you if the visitor has been approved. Also, potential visitors who are currently under supervision by any probation department or parole office must first get permission from that department.

An official letter must be mailed to our facility directly from that department. Inmates requesting to visit another inmate who is an immediate family member may do so with the approval of the Associate Warden of Programs. Your request may be denied with any negative documented behavior and/or based on any safety and security concerns of the institution.

Inmates will be allowed to enter the visiting room with one plain wedding band and one religious neck chain.

The only physical contact permitted during the visitation will be a short embrace upon entering and/or leaving the visiting room. You are permitted to hold small children. You are responsible for your children. You and your visitors are required to observe very high standards of behavior. You are not permitted to receive any item of any kind from any visitor including your attorney. This includes legal material. Your failure to comply with visiting regulations can be cause for loss of this privilege for a specified period.

When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business.

The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for existence of an established relationship prior to confinement does not apply to consular visitors.

General guidelines for visiting are as follows:

- Visitors under the age of 16 must be accompanied by an adult.
- Children ages 16 and 17 visiting alone must be on the approved visiting list and have written approval from a parent or legal guardian.
- All visitors to the institution are required to dress appropriately.

All visitors must conform to the following dress code rules:

- o Males must wear shirts.
- o Shorts will not be allowed above the bend of the knee.
- o Sleeveless/tank tops are not permitted.
- o Backless outfits, bare midriffs, halter tops, bathing suits, see-through blouses or pants, and Spandex exercise clothing are not permitted.
- o Length of dresses/skirts must be no more than one inch above the knee cap.

Upon request to your unit team, a copy of the Visitor Rules and Regulations can be provided for you to send to your visitors.

Travel Information

The Federal Correctional Institution is located in Edgefield, South Carolina. Our address and phone number are as follows:
501 Gary Hill Road, Edgefield, South Carolina 29824,
(803) 637-1500.

Lodging: Below is a listing of hotels in the local area.

| | |
|------------------|----------------|
| Edgefield Inn | (803) 637-2001 |
| Crossroads Motel | (803) 275-2081 |
| Deluxe Inn | (803) 642-2840 |

Taxicabs: Below is a listing of cab companies serving the Edgefield, South Carolina, area.

| | |
|----------|----------------|
| M&M Taxi | (803) 637-6015 |
|----------|----------------|

Airlines: Below is a listing of several major airline companies that service Columbia, South Carolina, and Augusta, Georgia:

| | | | |
|-------------|----------------|--------|----------------|
| American | (800) 433-7300 | US Air | (800) 428-4322 |
| Continental | (800) 232-9155 | United | (800) 241-6522 |
| Delta | (800) 221-1212 | TWA | (800) 221-2000 |

Unit Management

Each unit is staffed by a unit team directly responsible for those inmates living in that unit. The unit team offices are located in the units so staff and inmates can be accessible to each other. The unit team includes the Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. When available, the staff Psychologist, Education Advisor, and Unit Officer may attend a Program Review Team, and be considered as part of the unit team.

Inmates are assigned to a specific Unit Team. Generally the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison.

Unit Manager

The Unit Manager has the overall responsibility for the internal security, safety, sanitation, discipline, counseling program, leisure time activities, and educational programming of the inmates in the Unit. The Unit Manager is responsible for the overall management of the Unit.

The Unit Manager receives general supervision from the Associate Warden (Programs). A schedule of Unit Activities and Programs is posted on each bulletin board throughout the institution to inform you of that particular units based activities and programs and implemented by the Unit Manager.

The following is a list of Unit Based Programs developed and implemented by Unit Managers conducted at the institutions Chapel. All inmates may sign up for any class via an inmate Request to Staff Form. Any inmate not following the posted rules and regulations of the Chapel will be subject to disciplinary action.

- A. Victim Impact/Awareness Group

- B. Alcoholics Anonyms

For those inmates that have disabilities, see your perspective Unit Managers, or Correctional Counselors for any housing or other needs you feel are necessary.

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

Case Manager

The duties of the Case Manager involve all phases of inmate institutional life, such as initial classification, Parole Commission progress reports, release planning, and assisting the inmate to choose educational, recreational, and counseling programs.

The Case Manager provides necessary services to each inmate to help him or her adjust to the institution environment and prepare for eventual release.

The Case Manager works as a liaison with inmates and staff to plan, monitor and prepare the inmate for release. He or she provides an accurate summary of each inmate, which includes offense, prior record, social background, and available resources, and identifies individual needs. The Case Manager prepares detailed written reports on the inmate's needs and progress towards established goals.

An inmate seeking to review his Inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review.

An entry shall be made on the Inmate Activity Record (BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

Pursuant to CFR §524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his need for an unscheduled Program Review. The Unit Manager is the approving official.

Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his country of citizenship for service of a sentence imposed in a United States Court shall indicate his interest by completing and signing the appropriate form and forwarding it to the Warden at the institution where the inmate is confined.

Correctional Counselor

The Correctional Counselor works with each inmate as his/her primary liaison to all other staff members. He/she participates actively in the development of programs suited to the individual needs of inmates. The Correctional Counselor obtains and gives information, expedites and improves services, suggests plans and directions, and assists in resolving difficult problems. The basic job of the Correctional Counselor is to be available to help solve the day-to-day problems of the inmates in the Unit. The Correctional Counselor will be the primary staff with which you deal on matters of administrative complaints, visiting, room changes, mail, property, and initial and/or change of work assignments.

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal call. All calls will be scheduled in advance with a member from your Unit Team. Ordinarily these calls will take place in the Unit Team conference room.

Unit Secretary

The Unit Secretary is responsible for all clerical functions and a significant portion of the administrative duties necessary for Unit operations.

Unit Officer

The Unit Officer is responsible for security, sanitation, and maintaining order in the Unit. The Unit Officer is required to make routine shakedowns to locate contraband and to promote sanitation. He/she will also dispense inmate care items and cleaning supplies.

Education Representative

The Educational Representative has the responsibility of providing information to help the Unit staff better determine the

individual educational needs of the inmate. He/she will help coordinate the educational programs with work and the Unit programs. The Educational Representative is responsible to the Education Supervisor.

Inmate Financial Responsibility Program (IFRP)

Inmates may be required to pay court-committed fines, assessments, and court-ordered restitution and other financial obligations such as child support, during their confinement. Inmates who refuse to honor these obligations will be subject to certain programming and activity restrictions. Additionally, performance pay will be limited to maintenance pay (\$5.25 per month). Payment plans will be developed by Unit Teams and more detailed information can be obtained from them.

Classification Teams (Unit Teams)

The Unit Team is responsible for developing programs suited to the individual needs of each inmate. The Team consists of the Unit Manager, Case Manager, and the Correctional Counselor. Each inmate will attend Team Meetings when scheduled.

Initial Classification and Program Review

If you are initially designated to this institution, you will be scheduled for an initial classification within four weeks of your arrival. If you are re-designated to this institution, you will be scheduled for a program review within four weeks of your arrival.

Program Reviews

Program Reviews will be held every 180 days until 12 months prior to release, then every 90 days. These are held by the Classification Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. Custody will normally be set at IN custody for new commitments.

Inmates transferring from other institutions will normally retain their present custody level unless they are on a disciplinary transfer. Custody will normally be reviewed for the first time approximately six (6) months after arrival.

Administrative Reviews (special reviews) may be held between the normal 90 day reviews for job changes, transfer requests, etc. These reviews may be initiated by the unit team or requested by the inmate with a copout.

Progress Reports

Progress Reports on inmates are prepared every three years, or as needed. They are needed for Parole Hearings, halfway house placements, and release preparation. Progress Reports must be no more than 180 days old when being utilized for any of the above reasons.

You will be given a copy of your Progress Report after it is prepared and will be asked to sign a receipt for it. Your signature does not mean that you agree with the contents, but only that you have received a copy of your progress report.

Town Hall Meetings

Town Hall Meetings are held in each Unit on an as-needed basis. These meetings are held to make announcements and to discuss changes in the policy and procedures of the Unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers that are present. These questions should pertain to the Unit as a whole rather than personal questions or problems. Personal problems will be resolved by Unit staff members during the regular working hours, which are posted in each Unit. An "open-door" policy is usually in effect at these times.

Notary Public

When an unsworn declaration is not sufficient, 18 U.S.C. 4004 authorized specified Bureau staff to administer oaths and take acknowledgments of officers, employees, and inmates. Thus, while state and local laws may often refer only to a notary public (or similar officials) because they are the only officials authorized

by state law to administer oaths and witness signatures, Federal law also authorizes certain Bureau officials to perform such functions in Federal prisons.

Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases it will be necessary for you to contact your unit team to arrange an appointment with the institution's state Notary Public.

Job Safety

Job Safety is everyone's priority. Get familiar with the safety rules established at your detail assignment. Inmates will be required and instructed how to use proper eye and ear protection, when required.

All injuries must be reported to the Health Services Department within 48 hours, or all Compensation Benefits will be forfeited.

FCI Edgefield will make every effort to provide you with a safe environment while you are working at your assigned detail. Each individual worker will also be provided with the appropriate safety equipment while they are working. For your own good health and welfare, you must follow certain rules and regulations while you are working. Failure to follow the rules listed below could result in disciplinary action.

1. It is your responsibility as an inmate worker to use the safety equipment issued to you. This safety equipment will protect you against physical injury and/or health hazards. Make sure that you are properly wearing all required personal protection equipment before you begin a work operation. Personal protection equipment includes goggles, safety shoes, aprons, arm guards, hard hats, and respirators.
2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing.

3. You must wear hearing protection at all work stations designated as high noise level areas.
4. You must wear your authorized steel-toed shoes on all work assignments, other than the Food Service Dining Room.
5. You should report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe, or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, you should report it to the institution Safety Manager.
6. You will only perform work that is assigned to you. You are strictly forbidden to operate machines or equipment, or to perform any work operation, that has not been specifically assigned to you or on which you have not been trained to operate by your supervisor.
7. You are forbidden to operate equipment without using the safety guard(s) provided. You are forbidden to remove the safety guard(s).
8. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine unless you have been trained on the proper use of lock-out/tag-out devices.
9. You must not stand up in moving vehicles. You should sit on the seats provided. Keep 3 chains across the back of the vehicle in place. You must not attempt to dismount from a moving vehicle until the vehicle has stopped completely.
10. It is your responsibility as an inmate worker to exercise care, cooperation, and common sense in conducting your assigned work. Horseplay on the job will not be tolerated.
11. Smoking is not permitted at FCI Edgefield.

In the event of an accident or other type of injury, you must report it to a staff member immediately. Review the fire exit diagram/evacuation plan displayed in the housing floor. In case of a fire, it is important not to panic. Remain quiet and listen for the instructions of staff.

Federal Tort Claim

If negligence results in personal injury or property loss or damage to you, this can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Standard Form 95. You can obtain this form from the Safety Department through your Correctional Counselor or submit a copout requesting the form.

You must file all claims for damage under the Federal Tort Claims Act within two (2) years of the incident.

On-the-Job Injuries

If you are injured while performing your assigned duty, you must immediately report this injury to your Work Supervisor. Your Work Supervisor will then report the injury to the institution Safety Manager. You may be disqualified from eligibility for lost time wages or compensation if you fail to report a work injury to your Supervisor within forty-eight (48) hours of the injury.

If you are injured while performing your assigned duty and are still impaired at the time of your release, you should contact the Safety Manager not less than forty five (45) days before your release or transfer to a CCC (halfway house) so that you can submit a claim for compensation. A medical evaluation must be included in your claim before any compensation can be considered.

Fire Safety

The staff will take every step necessary to ensure your safety in the event of a fire emergency. Also, in each housing unit you

will find a sign showing the primary and secondary routes you will take if you must exit quickly because of a fire emergency. You must become familiar with these routes for your own protection.

Setting a fire poses a threat to everyone's life, including your fellow inmates, staff, and visitors. Damaging or tampering with a sprinkler, ventilation system, any life safety equipment, or setting a fire is strictly prohibited.

Additionally, you may be subject to disciplinary action and/or prosecution.

It is your responsibility to know where to find fire-fighting equipment such as the fire extinguisher.

For the safety of all, you must exercise care and cooperation in the prevention of fires. Do not store chemicals or excess property in your room as this is an extreme fire hazard.

For more detailed information, see the following Program Statements in the Law Library regarding the Occupational Safety and Environmental Health Manual, Claims Under the Federal Tort Claims Act, and Inmate Filing Claims for Accident Compensation.

HEALTH SERVICES

The mission of the Health Services Department at FCI Edgefield is to provide necessary medical, dental and mental health services to inmates by professional staff, consistent with acceptable community standards. The institution medical program is enhanced with a group of outside medical consultants that provide services to special medical referral cases made by health care providers.

MEDICAL AND DENTAL SICK-CALL PROCEDURES

All inmates will be allowed to request sick call. Appointment times will be determined by the medical staff. Except for emergencies, sick call will be by appointment only, Monday, Tuesday, Thursday, and Friday, excluding holidays.

Sick call sign up and triage will be from 6:30- 7:00 a.m. at the FCI and SCP. Inmates will be placed on call-out for their appointments with the health care provider. Those appointments will begin at 8:00 a.m. and extend until 11:00 a.m. at the camp and 2:00 p.m. at the FCI, with a break for lunch from 11:00 a.m. to 12:00 p.m. You are expected to be on time for your appointment. All patient initiated visits, including sick call appointments will be assessed a two dollar co-pay to be withdrawn from the inmate's account.

Inmates are responsible for checking the call out daily for their scheduled appointments. The detail officer is responsible for releasing the inmate to the hospital at the designated time. Inmates reporting late for appointments will be required to sign up for a sick call appointment the following day unless their medical status dictates immediate treatment.

All inmates reporting to sick-call at the time of the appointment will be seen by a Mid-Level Provider (MLP) who may be a Physician Assistant and/or Nurse Practitioner.

Individuals who specifically request to see a doctor will be scheduled at the first available appointment. You must have your Inmate Identification Card to sign for sick call.

Inmates more than fifteen (15) minutes late will be considered "Out of Bounds," have their sick call appointment canceled, and be subjected to disciplinary actions, and be charged the two dollar co-payment for the appointment. If for any reason you think you will be late, have your detail supervisor or unit officer call the Health Services Department.

EMERGENCY TREATMENT

All inmates requiring emergency medical treatment, as determined by the medical staff, will be evaluated as soon as possible. Should you be injured or require immediate medical care, you should inform your detail officer without delay, who will in turn contact the Health Services Department.

Routine complaints of non-emergency nature will not be treated on an emergency basis.

SPECIAL HOUSING UNIT SICK CALL

All inmates assigned to the Special Housing Unit (SHU) will have the opportunity to see a 1 Provider every day of the week. Sick Call triage will be conducted during the morning rounds and complaints addressed as appropriate. Emergencies will be treated immediately.

MEDICATION AND PILL LINE OPERATIONS:

All medications are issued by prescription only. When you are issued medication in a labeled container, it is for your use only and you should follow the directions exactly as written.

Controlled medication is issued on a per dose basis at the pharmacy window. Only medications approved by the BOP and the local Pharmacy & Therapeutics Committee will be dispensed at this facility. Pill line hours have been established as follows:

| (1) FCI Pill Lines: | Monday - Friday | Weekends & Holidays |
|----------------------------|------------------------|--------------------------------|
| AM Insulin Line | 6:15 - 6:30 AM | 7:00 - 7:30 AM |
| Noon & RX Pick Up | 10:20 - 11:00 AM | 11:00 - 11:30 AM |
| PM & RX Pick Up | 3:00 - 3:30 PM | 3:00 - 3:30 PM |
| PM Insulin Line | 4:30 - 5:00 PM | 4:30 - 5:00 PM |
| Night Pill Line | 8:30 - 8:45 PM | 8:30 - 8:45 PM |

(2) Camp Pill Lines:

| | | |
|-----------------|----------------|----------------|
| AM Pill Line | 6:30 - 6:45 AM | 8:00 - 8:45 AM |
| AM Insulin Line | 6:00 - 6:15 AM | 8:00 - 8:15 AM |
| PM Pill Line | 5:00 - 5:30 PM | 6:30 - 7:00 PM |
| PM Insulin Line | 4:30 - 5:00 PM | 6:00 - 6:15 PM |

(3) SHU Pill Lines:

| | | |
|----------------------|----------------|-----------------|
| AM Pill/Insulin Line | 8:30 - 9:30 AM | 9:30 - 10:30 AM |
| PM Pill/Insulin Line | 6:30 - 7:30 PM | 6:30 - 7:30 PM |

There are no over-the-counter medications given at FCI Edgefield. Limited over-the-counter medications may be purchased from the Commissary. **You must have your Inmate Identification Card to receive your medication at the pill line window.**

DENTAL AND EYE CARE

Any inmate requiring emergency treatment due to severe tooth pain is eligible for dental sick call. Appointments will be obtained by inmates according to procedures outlined in the sick call section. Special Housing Unit inmates who require emergency dental treatment should inform the clinician conducting sick call rounds. Routine dental care is provided on a priority basis. Dental sick call visits will be subject to the two dollar co-payment.

EYE GLASSES: Inmates requesting optometry (eye) exams are required to attend "Sick Call". The individual will ask to be registered to see the Optometrist. An Optometrist is under contract and visits this facility on a as needed basis. Following an eye evaluation by the staff clinicians, the inmate will be placed on a waiting list for the next available appointment.

MEDICAL RESTRICTIONS

The following are terms used by the Medical Department to identify and define an inmate's ability to work and participate in other activities:

A. Medical Idle (Quarters), Convalescence, and Medically
Unassigned Status:

A medical idle (quarters) status requires the inmate to remain in his room at all times except for meals, authorized visits, sick call, and religious services. A quarter's status is generally not in excess of three days. Inmates in this status are restricted from participating in all athletic activities, T.V., etc., and must remain in their assigned rooms.

A medical convalescence is for inmates recovering from surgery, injuries or illness with the need for activity to speed recovery. The convalescence will be given for no less than four days and no more than thirty days. Patients will not participate in any work assignment and are restricted to their units during normal working hours. During weekends, holidays and after hours, they may participate in recreational activities if approved by the Health Services Department.

A medically unassigned status places an inmate in a non-work status for a permanent or specified period of time, generally long-term. Inmates placed in this category are not medically required to remain in their rooms as with a medical idle status.

If, for example, a medically unassigned inmate desires to attend school or utilize the law library, he may be permitted to do so following the institution accountability procedures. Inmates in this category are also restricted from all athletic activities.

B. Restricted Duty during this period, you will be restricted from specific activities because of physical or mental limitations. Restricted duty will list all handicap, work limitations, and time periods, either specific date or indefinite as related to your specific case.

C. Activity or duty restrictions: Inmates with multiple medical problems or certain physical limitations will be considered for transfer to a facility that can meet the needs which cannot be met locally through chronic care clinics.

Every inmate shall be required to attend established programs. Inmates shall not be medically excused from an assigned program without the written approval of the Health Services Administrator and/or Clinical Director.

FOOTWEAR: The Bureau of Prisons and Occupational Safety and Health Administration (OSHA) have established all inmates shall wear steel toe shoes at work. Inmates with special medical needs will be evaluated for alternate foot wear. All exceptions to this policy must have the Clinical Director's signature. **The foot wear issued by FCI Edgefield is classified as soft leather shoes.**

BED BOARDS: Bed boards shall not be issued.

PHYSICAL EXAMINATIONS

Upon arrival at this facility all new inmates, requiring a physical examination, will be scheduled for an Admission & Orientation blood work, and physical examination. This is accomplished by placing your name on the "CALL-OUT". This is mandatory for all inmates.

The medical duty status will be determined at this time and forwarded to the Unit Team. A&O physical exams are normally conducted on Wednesdays. It is your responsibility to watch for your name on the daily call-out sheet for scheduled appointments in the Health Services Unit. The purpose of these examinations is to ensure the health and safety of the general population and to identify and contain the possibility of the spread of a communicable disease.

Inmates under 50 years of age are eligible for, and can request a preventive health screening every two years. Inmates over the age of 50 are eligible for, and can request a preventive health screening annually.

HIV (AIDS), TUBERCULOSIS, AND HEPATITIS

An HIV detection program is in place at this facility. Any inmate requesting voluntarily to have an HIV test will be given one. This petition has to be requested through a cop-out to the Infectious Disease Coordinator. During the year, several RANDOM TESTINGS, will take place among the population and inmates will be selected through a computerized census drawing. All inmates clinically suspected of having HIV will be tested. The results of all tests will be treated confidentially and counseling sessions will be available.

All inmates arriving at this facility without a documented PPD test result will receive a PPD test. This test is designed to detect exposure to Tuberculosis. A positive test result reveals that the individual was exposed to the disease. The test does NOT indicate that the person has an active form of the disease. All inmates that have a positive reaction will be given a chest x-ray and will be offered the proper prophylactic treatment.

You must ensure that the PPD test implanted in your arm is read within 48 hours. You should attend to the call-out appointment or see the Duty Mid-Level Provider.

Inmates designated at FCI Edgefield are required to have a yearly PPD test if the previous test was negative.

Inmates who refuse to comply with medically indicated testing or examinations shall be housed in a segregated area until it is determined by the medical staff that they are free from any health risks including communicable disease. Involuntary testing may be conducted when an inmate refuses infectious disease testing.

JOB SAFETY

Job Safety is everyone's priority. Get familiar with the safety rules established at your detail assignment.

Inmates will be required, and instructed how, to use proper eye and ear protection when required. All injuries **must** be reported to the Health Services Department as soon as possible.

INPATIENT TREATMENT

The need for outside hospitalization in a community hospital will be determined by the institution medical staff. In the event of life-threatening emergencies, fire/rescue and community hospital emergency rooms will be used.

INMATES MEDICAL RIGHTS AND RESPONSIBILITIES

While in custody of the Federal Bureau of Prisons, each inmate has the right to receive health care in a manner that recognizes human dignity and rights. They also have the responsibility to respect the human rights of the health care providers.

INMATE LIVING WILL AND ADVANCE DIRECTIVE

Inmates are permitted the opportunity to draw up a living will or advance directive, if desired, prior to a serious/terminal medical condition. An Inmate Request to Staff Member, Cop-Out, will need to be submitted to Health Services requesting information on living wills or advance directives. You will be placed on the call-out to discuss this request and to receive forms to be completed for inclusion in your medical file.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care provider.

1. RIGHT - YOU HAVE THE RIGHT TO HEALTH CARE SERVICES IN ACCORDANCE WITH THE PROCEDURES OF THIS FACILITY. SERVICES INCLUDE SICK-CALL, DENTAL, AND ALL SUPPORTIVE SERVICES. THE NORMAL SICK-CALL HOURS AT FCI EDGEFIELD IS MONDAYS, TUESDAYS, THURSDAYS, AND FRIDAYS. SICK-CALL SIGN-UP IS FROM 6:30 A.M.-7:00 A.M. SICK-CALL APPOINTMENT TIMES ARE FROM 8:00 A.M.-3:00 P.M. URGENT AND EMERGENCY SICK-CALL HOURS ARE TWENTY-FOUR HOURS A DAY, SEVEN DAYS A WEEK. YOU ARE TO HAVE THE CORRECTIONAL OFFICER CALL THE HEALTH SERVICES UNIT IN THE EVENT OF ANY EMERGENCY.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO COMPLY WITH THE HEALTH CARE POLICIES OF THIS FACILITY AND TO FOLLOW THE RECOMMENDED TREATMENT MODALITIES. THIS SHALL INCLUDE THE PROPER USE OF MEDICATIONS PRESCRIBED, FOLLOWING DIET INSTRUCTIONS GIVEN BY NUTRITIONISTS AND HEALTH CARE PROVIDERS, AND FOLLOWING ALL INSTRUCTIONS GIVEN TO YOU BY THE HEALTH CARE PROVIDERS AND CONSULTANTS.

2. RIGHT - YOU HAVE THE RIGHT TO BE OFFERED THE CHANCE TO OBTAIN A LIVING WILL (AT YOUR OWN EXPENSE) OR TO PROVIDE THE BUREAU OF PRISONS WITH AN ADVANCED DIRECTIVE WHICH WILL PROVIDE THE AGENCY WITH INSTRUCTIONS SHOULD YOU BE ADMITTED AS AN IN-PATIENT AT A HOSPITAL.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO PROVIDE THE BUREAU OF PRISONS WITH ACCURATE INFORMATION TO COMPLETE THIS AGREEMENT.

3. RIGHT - YOU HAVE THE RIGHT TO PARTICIPATE IN HEALTH PROMOTION AND DISEASE PREVENTION PROGRAMS, TO INCLUDE THOSE PROVIDING EDUCATION ABOUT INFECTIOUS DISEASES.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO MAINTAIN YOUR HEALTH AND NOT ENDANGER YOURSELF, OR OTHERS, BY PARTICIPATING IN ACTIVITIES THAT COULD RESULT IN THE SPREADING OR CATCHING OF AN INFECTIOUS DISEASE.

4. RIGHT - YOU HAVE THE RIGHT TO KNOW THE NAME AND PROFESSIONAL STATUS OF YOUR HEALTH CARE PROVIDERS.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO RESPECT THESE PROVIDERS AS PROFESSIONALS AND TO FOLLOW THEIR INSTRUCTIONS TO MAINTAIN AND IMPROVE YOUR OVERALL HEALTH.

5. RIGHT - YOU HAVE THE RIGHT TO BE TREATED WITH RESPECT, CONSIDERATION, AND DIGNITY.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO TREAT HEALTH CARE STAFF IN THE SAME MANNER.

6. RIGHT - YOU HAVE THE RIGHT TO BE PROVIDED WITH INFORMATION REGARDING YOUR DIAGNOSIS, TREATMENT, AND PROGNOSIS.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO KEEP THIS INFORMATION CONFIDENTIAL.

7. RIGHT - YOU HAVE THE RIGHT TO BE EXAMINED IN PRIVACY.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO COMPLY WITH SECURITY PROCEDURES.

8. RIGHT - YOU HAVE THE RIGHT TO OBTAIN COPIES OF CERTAIN RELEASEABLE PORTIONS OF YOUR HEALTH RECORD.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH CURRENT POLICY TO OBTAIN THESE RECORD COPIES.

9. RIGHT - YOU HAVE THE RIGHT TO ADDRESS ANY CONCERN REGARDING YOUR HEALTH CARE TO ANY MEMBER OF THE INSTITUTION STAFF TO INCLUDE THE PHYSICIANS, HSA, MEMBERS OF YOUR UNIT TEAM, AND THE WARDEN.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO ADDRESS ANY CONCERN REGARDING YOUR HEALTH CARE IN THE ACCEPTED FORMAT, SUCH AS THE INMATE REQUEST TO A STAFF MEMBER FORM, OPEN HOUSE FORUM, OR THE ACCEPTED INMATE GRIEVANCE PROCEDURES.

10. RIGHT - YOU HAVE THE RIGHT TO RECEIVE PRESCRIBED MEDICATIONS AND TREATMENTS IN A TIMELY MANNER, CONSISTENT WITH THE RECOMMENDATIONS OF THE PRESCRIBING HEALTH CARE PROVIDER.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO COMPLY WITH PRESCRIBED TREATMENTS AND TO FOLLOW PRESCRIPTIVE ORDERS. YOU ADDITIONALLY HAVE THE RESPONSIBILITY NOT TO SHARE MEDICATIONS PRESCRIBED WITH ANY OTHER PERSON.

11. RIGHT - YOU HAVE THE RIGHT TO BE PROVIDED HEALTHY AND NUTRITIONAL FOODS. YOU HAVE THE RIGHT TO FOLLOW INSTRUCTIONS FOR A HEALTHY DIET BASED ON THE FOODS OFFERED ON MAINLINE.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO EAT HEALTHY AND NOT TO ABUSE OR WASTE FOOD AND/OR DRINKS.

12. RIGHT - YOU HAVE THE RIGHT TO REQUEST A ROUTINE PHYSICAL EXAMINATION WHICH IS GIVEN EVERY WEDNESDAY. IF YOU ARE UNDER THE AGE OF 50, ONCE EVERY TWO YEARS; OVER FIFTY, ONCE A YEAR.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO NOTIFY MEDICAL STAFF IN A TIMELY FASHION OF YOUR REQUEST FOR SUCH EXAMINATIONS.

13. RIGHT - YOU HAVE THE RIGHT TO DENTAL CARE TO INCLUDE PREVENTIVE, ROUTINE, AND EMERGENCY SERVICES.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO MAINTAIN YOUR ORAL HYGIENE AND HEALTH.

14. RIGHT - YOU HAVE THE RIGHT TO A SAFE, CLEAN, AND HEALTHY ENVIRONMENT, TO INCLUDE SMOKE-FREE LIVING AREAS.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO MAINTAIN THE CLEANLINESS AND SAFETY OF YOUR AREA IN CONSIDERATION OF OTHERS. YOU HAVE THE RESPONSIBILITY TO FOLLOW THE NO SMOKING REGULATIONS OF THE INSTITUTION.

15. RIGHT - YOU HAVE THE RIGHT TO REFUSE MEDICAL TREATMENT. HOWEVER, REFUSAL OF CERTAIN DIAGNOSTIC TEST FOR INFECTIOUS DISEASES CAN RESULT IN ADMINISTRATIVE ACTION AGAINST YOU. YOU HAVE THE RIGHT TO BE COUNSELED REGARDING THE ADVERSE (ILL) EFFECTS OF REFUSING MEDICAL/DENTAL TREATMENT.

RESPONSIBILITY - YOU HAVE THE RESPONSIBILITY TO NOTIFY HEALTH SERVICES REGARDING ANY ADVERSE (ILL) EFFECTS THAT CAN OCCUR AS A RESULT OF YOUR REFUSAL. YOU ADDITIONALLY ACCEPT THE RESPONSIBILITY TO SIGN THE TREATMENT REFUSAL FORM.

PSYCHOLOGY SERVICES

Services offered at FCI Edgefield:

1. Brief Counseling - submit a copout to Psychology Services. Please indicate briefly in the copout what you need to discuss. If you send in a copout requesting to see someone - WATCH THE CALLOUT! You will usually be seen within 1-2 weeks, unless it is an emergency.

2. Group Treatment - submit a copout to Psychology Services

There are currently waiting lists for these groups so if you are interested you should submit a copout as soon as possible.

Anger Management

Stress Management

Drug Education

Non-Residential Drug Abuse Tx

Smoking Cessation

Notices will be posted for other groups as they are getting started

3. Inmate Companions - Inmates are trained to conduct direct observation on another inmate who is on suicide watch. Inmates receiving initial and annual training from the psychology department. If you are interested in this program, please submit a copout to Psychology.

4. Parole Evaluations - will be completed when requested directly from the Parole Board.

5. Crisis Management - alert any staff member who will contact psychology.
6. Evaluations for referrals to the contract psychiatrist
7. Psychology staff are at the institution M-F 7:30 to 4:00
8. A Psychology staff member will almost always be at mainline to answer questions or take copouts.

FCI Edgefield Drug Abuse Program

There are four levels of Drug Abuse Programming within the Bureau of Prisons.

1. Drug Education Program
2. Non-Residential Drug Abuse Treatment Program
3. Residential Drug Abuse Treatment Program
4. Non-Residential Transitional Services

Drug Education Program

This program is offered at FCI and FPC Edgefield. The purpose of the program is to: 1) Assist you in getting straight information on drugs, 2) Help you make an honest assessment of the cost/benefits of drug use, and 3) Point you in the right direction of getting additional counseling.

The drug education program is required if:

1. There is evidence in your PSI that alcohol or other drug use contributed to the commission of your instant offense.
2. Alcohol or drug use was a reason for violation of your supervision or OP community (RRC Placement) for which you are now incarcerated.
3. Your judge recommended drug programming during your incarceration.

In addition, you may volunteer to take this class. If you are interested in participating in the Drug Education Program you may submit an inmate request to the DTS or DAP Coordinator. You will be selected to participate based on your projected release date. The class is approximately 40 hours in length and requires you to pass a final test at the end of the course. You will receive a certificate upon successful completion of the class.

Non-Residential Programs

This program is a voluntary program for individuals who are not eligible or not interested in participating in the residential drug abuse treatment program. There are various tiers of this portion of drug programming.

1. The Non-Residential Drug Abuse Program shall include a minimum of one hour of individual or group contacts each month as indicated by a treatment plan.
2. You will develop a treatment plan together with a Drug Treatment Specialist. The treatment plan may include either individual or group programming, interpersonal skill building, errors in thinking, anger management, and pre-release planning.
3. Occasionally, an outside guest is scheduled to present on various topics that are relevant to drug programming (please watch the unit bulletin boards for announcements).

If you are interested in Non Residential Drug Abuse Programming, please submit an inmate request to DAP Coordinator.

Residential Drug Abuse Programs

The Residential Drug Abuse Program is a comprehensive substance abuse program. The program provides an intensive, unit-based treatment experience provided by Drug Treatment Specialists, a Residential DAP Coordinator, and other institution staff. Although the length of particular programs may vary between six to 12 months, all require 500 hours of treatment.

The treatment includes modules intended to improve your thinking skills, decision making skills, interpersonal communication, and wellness. You will develop a better understanding of issues related to substance abuse, family dynamics, and relapse prevention. There is a significant effort to develop a treatment plan which addresses your needs. If you are interested in this program, you must meet the following requirements:

Requirements to Participate in the Program (not all inclusive):

1. Documented history of substance abuse within 12 months prior to your incarceration.
2. Within 36 months of your projected release date.
3. Must sign an agreement acknowledging your program responsibility/

Requirements to Qualify for Sentence Reduction (not all inclusive):

1. Qualify to participate in the residential program (above).
2. No violence in your instant offense or prior criminal history which include: felony or misdemeanor convictions for homicide, forcible rape, aggravated assault, robbery, or child sexual abuse offenses.
3. If your instant offense involves a firearm possession (922g, 924c, etc.) you will not be eligible for 3621 (e) early release. This is considered a crime of violence as contained in the Categorization of Offenses Program Statement 5162.04.
4. Completion of Transitional Services (when time permits).
5. No 100 or 200 level incident reports while participating or following completion of the program.
6. Participation in a full 6 months of RRC placement when available.

7. Participation in a substance abuse program while in RRC.
8. No detainers lodged against you.

Within the Southeast Region, if you are determined eligible for the program, your name will be placed on the DAP WAIT list (this code follows you to every institution).

Based on your projected release date, the Region will determine when and where you may participate in the Residential Drug Abuse Program.

You will not be sent to another region to participate. The Residential Drug Abuse Programs are housed at the following locations:

| | |
|-------------------|---|
| Minimum Security: | FPC Edgefield, SC; FPC Talladega, Alabama; FPC Montgomery, Alabama; FPC Eglin, Florida |
| Low Security: | FCI Coleman, Florida |
| Medium Security: | FCI Marianna, Florida |

**Based on the above information, if you are interested in the program and within 36 months of release, please submit an inmate request to Psychology.

Transitional Services

Ordinarily, upon completion of the Residential Drug Abuse Program, you will be transferred back to your sending institution to participate in monthly sessions of transitional services for up to 12 months or until release. You will be required to participate in transitional services while at the RRC as well. These classes are held here at FCI/FPC Edgefield. Please submit an inmate request to the Psychology Department. if you are required to participate in transitional services.

If you have any further questions regarding the Bureau of Prisons, Drug Abuse Program, please refer to Program Statement 53310.10.

If you have questions regarding your eligibility for early release, please refer to Program Statement 5162.04, Categorization of Offenses (Note Section 7 which lists offenses that in the Director's discretion shall preclude an inmate's receiving certain Bureau program benefits).

Sexually Abusive Behavior Prevention and Intervention

While incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person FORCIBLY or against that person's will. Sexual Misconduct (applies to staff) is the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification. **Note: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.**

Your Role in Preventing Sexually Abusive Behavior.

There are things you can do to protect yourself and others against sexually abusive behavior. For example, carry yourself in a confident manner and don't permit your emotions (fear/anxiety) to be obvious to others. Do not accept gifts or favors from others. Most gifts come with strings attached. Don't accept an offer from another inmate to be your protector. Find a staff member with whom you feel comfortable discussing your fears and concerns. Always be alert and don't use contraband substances such as drugs or alcohol. Be direct and firm and never give mixed messages to other inmates regarding your wishes or sexual activity.

Stay in well lit areas of the institution and choose your associates wisely. Finally, trust your instincts. If you sense that a situation may be dangerous, it probably is.

What to do if you are Sexually Assaulted.

If you are a victim of sexual assault, you should report it **immediately** to staff who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You will continue to receive protection from the assailant, whether or not you have agreed to testify against him. It is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. You also have other means to confidentially report sexual abuse if you are not comfortable talking to staff. You have also been provided a Sexual Assault Prevention and Intervention Brochure by Psychology Services. Please review this brochure which provides a thorough explanation of the BOP Policy and additional contact information.

Identifying Depression

It is not uncommon for people to experience feelings of hopelessness and depression while in prison, especially if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are experiencing any of the problems noted above or you know of any other inmate who is experiencing these problems, PLEASE alert a staff member right away. Your input can save a life.

SIGNS OF DEPRESSION:

Sadness

Lack of enjoyment in activities

Reducing phone calls/visits

Stating "There is nothing to live for"

Tearfulness

Staying away from others

Giving away possessions

What Psychology Services will not do for you:

1. Job Changes
2. Room Changes
3. Institution Transfers - except for psychological reason.

Food Service

You will be provided three nutritionally balanced meals per day. Self-service meal operations include a salad bar and a beverage bar in addition to a hot bar which contains a variety of hot beans, pasta, and vegetables. Individual medical diets are limited, with approval from the Medical Officer or a contract dietician only. Special religious meals may be received through the Religious Diet Program. No food items are to be removed from the dining room unless expressly authorized by a staff member. Additionally, no non-food items, ie. Books, tote bags, shoes, etc. are permitted to be carried into the dining hall during meals. Storage racks for these items are located at the entrance of the dining hall.

If a special diet is medically indicated, the Medical Department will make the appropriate referral to the dietician. The dietician will advise the Food Service Department of any special medical diet needs. Persons wishing to be placed on a religious diet should contact the Chaplain for authorization.

Religious Programs

A wide range of religious programs are offered. Staff Chaplains are available, as well as contract and volunteer representatives of various faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the Chaplains' office. Information and schedules are posted on the inmate bulletin boards, and you may contact the Chaplains' office for additional information. This institution extends to you the greatest amount of freedom for the opportunity to pursue individual religious beliefs and practices within the context of a secure, safe, and orderly environment.

Staff Chaplains are available to assist you with your religious, spiritual, and pastoral needs. A chaplain is available seven days a week to provide pastoral care and counseling to individuals of all faith groups.

Your religious classification will be based on your religious preference on file as provided by you during your Initial Classification.

You may change your religious affiliation by completing a "copout" and giving it to the Religious Services Department. Frequent changing of religious preference to participate in special religious activities is prohibited. You are not required to profess a religious belief. No one will disparage your religious beliefs nor attempt to persuade you to change religious affiliation.

Any religious group not already authorized to practice within the Bureau of Prisons must be reviewed and approved by the Southeast Regional Office and Central Office.

A "Religious Diet Program" and "No Flesh Diet Program" are available for individuals with religious dietary needs. You must see the Chaplain for an interview and information regarding these meals.

The institution hopes that worship opportunities made available through the Pastoral Care Department will further your understanding and commitment to the beliefs and principles of the religion of your choice.

Education

The Education Department is responsible for providing a range of programs including academics and testing, social education, parenting, vocational training, and legal and leisure library resources.

Every inmate will be interviewed by an Education Representative upon arrival at FCI Edgefield to determine what type of educational programming is appropriate.

Literacy Programs

General Education Development (GED) - If you do not have a High School Diploma or GED and have not completed the mandatory time in school, you must attend GED classes for a minimum of 240 hours.

Upon mastery of necessary objectives and recommendations of teachers, you will be scheduled to take the Practice GED examination. GED is required for all sentenced inmates designated to the Bureau of Prisons. In addition, new Federal guidelines mandate that inmates who fall under the Violent Crime Control and Law Enforcement Act (VCCLEA) guidelines, and who lack a high school credential, must participate in and make satisfactory progress toward obtaining a General Education Development (GED) credential to vest earned Good Conduct Time. Inmates who fall under Prison Litigation Reform Act (PRLA) guidelines, and who lack a high school credential, must participate in and make satisfactory progress toward obtaining a GED credential in order to be eligible to earn the maximum amount of Good Conduct Time.

English as a Second Language (ESL) - During the education interview, the Literacy Coordinator will evaluate your ability to speak and understand English, if English is not your primary language. If it is determined that you need to attend ESL, you will be required to attend until you have demonstrated English language proficiency. Proficiency in ESL is measured by achieving a score of 225 on the CASAS Reading Certification Exam and a score of 215 on the Listening Certification Exam.

Passing the certification test is required for completion of ESL.

Continuing Education

A variety of continuing education programs is offered by Education. Classes vary from quarter to quarter, depending on interests and instructor availability. Please see the Adult Continuing Education (ACE) coordinator in Education for more information.

Vocational Training

The Vocational Training program offers a variety of work-related programs that are classroom-based, as well as self-paced. Please see the Vocational Training Instructors for a list of available VT's and apprenticeships.

Leisure and Law Libraries

The hours for the libraries are as follows:

| | |
|--------------------|--|
| Monday - Thursday: | 7:30 a.m. - 10:00 a.m. 1:00 p.m. - 3:30 p.m. 5:30 p.m. - 8:00 p.m. |
| Friday: | 7:30 a.m. - 10:00 a.m. 1:00 p.m. - 3:30 p.m. |
| Saturday: | 7:30 a.m. - 9:30 a.m. 11:00 a.m. - 3:30 p.m. |

Leisure and Law libraries at the Camp are open daily from 7:30 a.m. until 9:00 p.m. daily.

For more information on these educational services, see your Education Representative for details or refer to your Admission and Orientation Handbook.

Recreation, Leisure, and Social Programs

Recreation is a privilege, not a right. This privilege may be suspended or revoked for failure to comply with the rules and regulations of conduct.

Leisure activities and recreation programs are supervised by the Recreation Department. Programs include indoor and outdoor activities ranging from individualized arts and crafts programs to intramural team sports such as softball, basketball, volleyball, and soccer.

The hours for recreation are as follows:

Monday - Friday 6:00 a.m. - 10:30 a.m.
11:00 a.m. - 3:30 p.m.
4:30 p.m. - 8:30 p.m.

Weekends & Holidays 6:00 a.m. - 9:30 a.m.
10:30 a.m. - 3:30 p.m.
4:30 p.m. - 8:30 p.m.

Hobby Shop and Recreation hours for the Camp are as follows:

Monday through Friday: Saturday, Sunday, Holidays

| Open | Close | Open | Close |
|------------|------------|------------|-----------|
| 6:00 a.m. | 10:30 a.m. | 6:00 a.m. | 9:30 a.m. |
| 11:00 a.m. | 3:30 p.m. | 10:45 a.m. | 3:30 p.m. |
| 4:30 p.m. | 8:30 p.m. | 4:30 p.m. | 8:30 p.m. |

The hours for hobby craft and band room are as follows:

Monday - Friday 1:00 p.m. - 3:00 p.m.
4:30 p.m. - 8:00 p.m.

Weekends and Holidays 6:00 a.m. - 9:30 a.m.
10:30 a.m. - 3:00 p.m.
4:30 p.m. - 8:00 p.m.

The outside recreation yard will be closed prior to the 8:30 p.m. recall by a Lieutenant starting late October through the end of March as the light hours diminish. However, the inside recreation will remain open.

Counseling Activities

Qualified staff and various groups are available for your counseling needs. These groups may include Drug Abuse, Self-Image, and other voluntary groups. You are encouraged to participate in these groups.

Staff are available in each unit for individual counseling sessions, as well as formal group counseling sessions.

Old Federal Sentencing Guidelines versus New Federal Sentencing Guidelines

Federal offenses committed after November 1, 1987, and prior to September 13, 1994, fall under the New Sentencing Guidelines known as the Sentence Reform Act (SRA). However, the sentencing guidelines may vary for inmates who committed an offense between November 1, 1987, and January 18, 1988, depending upon the sentencing district under which the individual was sentenced.

Federal offenses committed on or after September 13, 1994, and prior to April 26, 1996, fall under the Violent Crime Control and Law Enforcement Act (VCCLEA). VCCLEA inmates' good time will only vest if they have earned a GED or high school diploma or are making "satisfactory progress" toward earning a GED.

Federal offenses committed on or after April 26, 1996, fall under the Prison Litigation Reform Act (PLRA). Those inmates subject to PLRA must demonstrate "exemplary compliance" with institution disciplinary regulations in order to earn GCT. PLRA inmates will be eligible to earn 54 days of GCT per year served provided they have earned a GED or high school diploma or are making "satisfactory progress" toward earning a GED. PLRA inmates not making "satisfactory progress" toward earning a GED will be eligible to earn only 42 days of GCT per year served.

Any questions or concerns regarding your sentence computation should be addressed to the Records Office via an "Inmate Request to Staff Member" (copout).

Escapes

Escapes can result in a fine up to \$5,000.00 or up to five (5) years imprisonment.

For more detailed information, the following Program Statements are available in the Law Library for your review: Inmate Discipline; Urine Surveillance to Detect and Deter Illegal Drug Use; and Alcohol Testing.

RIGHTS AND RESPONSIBILITIES

THE DISCIPLINARY SYSTEM

TYPES OF DISCIPLINARY ACTION

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

SANCTIONS BY SEVERITY OF PROHIBITED ACT

INMATE RIGHTS AND RESPONSIBILITIES §541.12

RIGHTS

RESPONSIBILITIES

- | | |
|---|--|
| 1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel. | 1. You have the responsibility to treat others, both employees and inmates, in the same manner. |
| 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. | 2. You have the responsibility to know and abide by them. |
| 3. You have the right to freedom of religious affiliation, and voluntary religious worship. | 3. You have the responsibility to recognize and respect the rights of others in this regard. |
| 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it. |

5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. It is your responsibility to use the services of an attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

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| <p>9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p> <p>10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.</p> <p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</p> | <p>9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p> <p>10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p> <p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p> |
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Inmate Discipline

It is the intent of this institution to provide a safe and orderly environment for all inmates. Staff shall control inmate behavior in a completely impartial and consistent manner.

Living in a confined area with a large number of people is extremely difficult. In recognition of these difficulties, it is necessary to limit an individual's personal freedom with rules and regulations for the benefit of the majority. Therefore, regulations must be enforced to ensure cooperation from those who refuse to respect the rights of others. A copy of your Rights and Responsibilities and Prohibited Acts and Disciplinary Severity Scale are attached. It is your responsibility to read and comply with these regulations.

All staff will enforce the rules and regulations of the institution. In order to do this, they will give orders from time to time. As an inmate, you are expected to carry out all orders from staff. You must comply with the order unless doing so would jeopardize your physical safety. After complying with an order, if you feel it was inappropriate or inhumane you may discuss it with your Unit Staff, or request an Administrative Remedy Form from your Correctional Counselor.

The Disciplinary Process

Included in the A&O packet is a booklet on Inmate Discipline. There are four categories of prohibited acts: Greatest Severity, High Severity, Moderate Severity, and Low Severity. In the event you are charged with a violation of one of the prohibited acts, several things can occur. The staff member involved may resolve a problem informally by some mutual agreement or the staff member may elect to write an incident report in lieu of the informal resolution. Depending on the seriousness of the offense, you may be permitted to remain on your housing floor, or you may be placed in Administrative Detention. A Correctional Supervisor will be assigned to investigate the incident and you will be given a copy of the report.

The Investigating Officer may elect to resolve the matter informally or refer the report to the Unit Discipline Committee (UDC) .

Inmates identified as PLRA or rated as violent under the VCCLEA and alleged to have committed a Greatest or High category prohibited act will be referred to the Disciplinary Hearing Officer (DHO) for disposition and possible sanction.

The Unit Disciplinary Committee (UDC) will consist of two staff members from a Unit Team. At this hearing, the UDC may impose one or several of the minor sanctions or may refer the charges to the Discipline Hearing Officer (DHO) .

If the incident report is referred by the UDC, the DHO will hold another hearing. Only the DHO may forfeit or withhold Statutory Good Time, forfeit or disallow Good Conduct Time, place you in Disciplinary Segregation, recommend a Disciplinary Transfer to another institution, recommend the rescission or retardation of a parole date, in addition to imposing minor sanctions as well. You have the right to appeal the actions of both the UDC and the DHO through the Administrative Remedy Procedure; The UDC by a BP-09 and the DHO by a BP-10.

Social Visiting, Recreation, and Commissary are privileges and may be suspended or revoked for conduct in violation of the written policy.

If you are found to have violated a prohibited act which is serious in nature, i.e., Killing, Assault with Serious Injury, etc., you may be prosecuted for actions which constitute new criminal activity. This practice is not "Double Jeopardy." One action is classified administrative for institutional operations, while the other is considered judicial and punitive actions for criminal accountability.

Inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug or alcohol-related prohibited act will automatically have performance pay reduced to maintenance pay level and be removed from any assigned work detail outside the secure perimeter. This is not a sanction issued by the Unit Disciplinary Committee (UDC) or the Discipline Hearing Officer (DHO), but rather an automatic consequence once an inmate is found to have committed the prohibited acts outlined in policy. This provision will apply to all inmates receiving incident reports on or after October 1, 2008.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

PROHIBITED ACTS AND DISCIPLINARY SCALE §541.13.

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed the prohibited act.

(1) Greatest category offenses: The Discipline Hearing Office shall impose and execute one or more of sanctions A through E. The DHO may also suspend one or more additional sanctions A through G. The DHO may impose and execute sanction F and/or G only in addition to execution of one or more of sanctions A through E.

(2) High category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and may also suspend one or more additional sanctions A through M. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M.

(3) Moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction A through N, but may suspend any sanction or sanctions imposed. The Unit Discipline

Committee shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed.

(4) Low moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). The Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through

F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally were earlier imposed by the Inmate Discipline Committee 5270.7 imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Disciplinary Committee (IDC).

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on

the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed.

If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses.

f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Bureau of Prisons' policy.

g. Any inmate found to be in possession of a cellular telephone, or items necessary for the use of a cellular telephone, (i.e., battery pack, phone chip, etc,) . Will be charged with code 108 possession of a cellular telephone.

Table 6 (page 19 of this Chapter) contains a chart showing the maximum amount of statutory good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|---|--|
| 100 | Killing | A. Recommend parole date rescission or retardation. |
| 101 | Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate) | B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). |
| 102 | Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence | |
| 103 | Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329) | B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer |

(recommend) .

- D. Disciplinary segregation (up to 60 days) .
- E. Make monetary restitution.
- F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed) .
- G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed) .

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition

Sanctions A-G

105 Rioting

106 Encouraging others to riot

107 Taking hostage(s)

108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing

serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade), This also includes cell phones, cell phone chargers, I-Pods, MP-3 players and any other such device.

- 109 (Not to be used)
- 110 Refusing to provide a urine sample or to take part in other drug-abuse testing
- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
- Sanctions A-G

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.

HIGH CATEGORY

| <u>CODE</u> | <u>PROHIBITED ACTS</u> | <u>SANCTIONS</u> |
|-------------|---|------------------|
| 200 | Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence. | |
| 201 | Fighting with another person | |
| 202 | (Note to be used) | |
| 203 | Threatening another with bodily harm or any other offense | |
| 204 | Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing | |
| 205 | Engaging in sexual acts | |
| 206 | Making sexual proposals or threats to another | |
| 207 | Wearing a disguise or a mask | |

208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure

209 Adulteration of any food or drink

210 (Not to be used)

211 Possessing any officer's or staff clothing

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
 - B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended) .
- C. Disciplinary Transfer

(recommend) .

D. Disciplinary segregation (up to 30 days) .

E. Make monetary restitution.

F. Withhold statutory good time]

G. Loss of privileges: commissary, movies, recreation, etc.

H. Change housing (quarters)

I. Remove from program and/or group activity

J. Loss of job

K. Impound inmate's personal property

L. Confiscate contraband

M. Restrict to quarters]

212 Engaging in, or encouraging a group demonstration

213 Encouraging others to refuse to work, or to participate in a work stoppage

214 (Not to be used)

215 Introduction of alcohol into BOP facility

216 Giving or offering an official or staff member a bribe, or anything of value

217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value

219 Stealing (theft; this includes data

obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

- | | | |
|-----|---|---------------|
| 220 | Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff) | Sanctions A-M |
| 221 | Being in an unauthorized area with a person of the opposite sex without staff permission | |
| 222 | Making, possessing, or using intoxicants | |
| 223 | Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol | |
| 224 | Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate) | |
| 297 | Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone | |

calls; conference calling; talking in code) .

298 Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

MODERATE CATEGORY

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|--|---|
| 300 | Indecent Exposure | A. Recommend parole date rescission or retardation. |
| 301 | (Not to be used) | |
| 302 | Misuse of authorized medication | B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). |
| 303 | Possession of money or currency, unless specifically authorized, or in excess of the amount authorized | |
| 304 | Loaning of property or anything of value for profit or increased return | |
| 305 | Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels | |
| 306 | Refusing to work, or to accept a program assignment | |
| 307 | Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110) | B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days). E. Make monetary restitution. |
| 308 | Violating a condition of a furlough | F. Withhold statutory good time. |

| | | |
|-----|---|---|
| 309 | Violating a condition of a community program | |
| 310 | Unexcused absence from work or any assignment | |
| 311 | Failing to perform work as instructed by the supervisor | |
| 312 | Insolence towards a staff member | |
| 313 | Lying or providing a false statement to a staff member. | G. Loss of privileges: commissary, movies, recreation, etc. |
| 314 | Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200) | H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. |
| 315 | Participating in an unauthorized meeting or gathering | K. Impound inmate's personal property. |
| 316 | Being in an unauthorized area | L. Confiscate contraband. |
| 317 | Failure to follow safety or sanitation regulations | M. Restrict to quarters. N. Extra duty.] |
| 318 | Using any equipment or machinery which is not specifically authorized | |
| 319 | Using any equipment or machinery contrary to instructions or posted safety standards | |
| 320 | Failing to stand count | |

- 321 Interfering with the taking of count
- 322 (Not to be used)
- 323 (Not to be used)
- 324 Gambling
- 325 Preparing or conducting a gambling pool
- 326 Possession of gambling paraphernalia
- 327 Unauthorized contacts with the public
- 328 Giving money or anything of value to, or
accepting money or anything of value
from: another inmate, or any other person
without staff authorization
- 329 Destroying, altering or damaging
government property, or the property of
another person, having a value of \$100.00
or less
- 330 Being unsanitary or untidy; failing to
keep one's person and one's quarters in
accordance with posted standards
- 331 Possession, manufacture, or introduction
of a non-hazardous tool or other
non-hazardous contraband (Tool not likely
to be used in an escape or escape
attempt, or to serve as a weapon capable
of doing serious bodily harm to others,
or not hazardous to institutional
security or personal safety; Other
non-hazardous contraband includes such
items as food or cosmetics)
- 332 Smoking where prohibited
- Sanctions A-N

- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

LOW MODERATE CATEGORY

| CODE | PROHIBITED ACTS | SANCTIONS |
|------|--|--|
| 400 | Possession of property belonging to another person | B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.) |
| 401 | Possessing unauthorized amount of otherwise authorized clothing | |
| 402 | Malingering, feigning illness | |
| 403 | Not to be used | |
| 404 | Using abusive or obscene language | |
| 405 | Tattooing or self-mutilation | |
| 407 | Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) | |
| 408 | Conducting a business | |
| 409 | Unauthorized physical contact (e.g., kissing, embracing) | |
| | | E. Make monetary restitution. |
| | | F. Withhold statutory good time. |
| | | G. Loss of privileges: commissary, movies, recreation, etc. |

- 410 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
- 497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).
- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature. This charge is to be used only when another charge of low moderate severity if not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's Personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.
- O. Reprimand.
- P. Warning.

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of _____ to be of High severity, most comparable to the prohibited act Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of _____ to be of High severity, most comparable to the prohibited act Engaging in a Group Demonstration." Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six month period.

RECORDS OFFICE

Detainers

Warrants (or certified copies of Warrants, Information or Complaints) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers.

Detainers and pending charges can have an effect on your institutional programs. Therefore, it is very important that you, as the inmate, initiate an effort to clear up any pending charges or obligations.

According to Bureau of Prisons' policy, the Case Management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances. Records Office staff cannot assist you in any way with this matter.

Sentence Computations

The Designations and Sentence Computation Center (DSCC), in Grand Prairie Texas has assumed the responsibility for the computation of sentences for inmates designated to this institution. New inmates will be given a copy of their sentence computations after the computation has been certified by the DSCC. Transfer inmates wishing a copy of their sentence computation should see their Case Manager. Any questions about good time, jail time, parole eligibility, length of sentence, full term dates, release dates, 180 day dates, and periods of supervision, should be addressed to the Records Office.

Transfers and Designations

The Regional Offices, are no longer involved in designating or processing transfers of any inmate. These functions and responsibilities have been moved to the Complex at:

U.S. Armed Forces Reserve Complex
346 Marine Forces Drive
Grand Prairie, TX 75051
Telephone number -(972) 353-4400

Release Transportation

For inmates being released from FCI Edgefield, going directly home, the institution will normally pay for transportation. However, in cases where the inmate chooses a different mode of travel than arranged by the institution, the inmate will bear the expense. Inmates being picked up at the institution by private auto will be allowed to depart shortly after 9:00 a.m.

Inmates being transferred to Residential Re-Entry Centers will be released at a time arranged by the institution. The mode of travel will be determined by the expense. The institution will arrange for the most economical means. In all cases, and if necessary, the institution will provide transportation expenses to the local airport.

Weekend Releases

The Warden has the authority to release the inmate on the preceding work day when the sentence ends on a Saturday, Sunday, or federal holiday.

For more detailed information on this section, see the following Program Statements in the Law Library:

P.S. 5875.12, Transfer of Inmates to State Agents for Production on State Writs.

P.S. 5880.28, Sentence Computation Manual (CCCA of 1984)

P.S. 5880.30, Sentence Computation Manual/Old Law/Pre-CCCA 1984

P.S. 5880.32, District of Columbia Sentence Computation Manual

P.S. 5882.03, Fines and Costs

Administrative Resolution of Problems

As stated earlier, a "copout" is used to make a written request to a staff member. This should be the first step to informally resolve any questions or concerns you may have. The "copout" will be answered in a "reasonable" period of time. The answer will be written on the bottom of the request form that you submitted.

Contact with the Warden

Ordinarily, most issues can and should be resolved with the individual staff member responsible for the program area in which you have a concern. Before you take an issue to the Warden, you should attempt to resolve the problem within the chain of command. If you feel the Warden can resolve the issue, and other staff have not been able to do so, you may send a request to him/her in care of the Warden's Office. You may also speak directly with the Warden as he or she makes rounds of the housing units.

Administrative Remedy of Complaints

If an inmate cannot resolve a problem informally by contact with staff members or by a copout, a formal complaint can be filed through an Administrative Remedy, commonly called a BP-9. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step in the Administrative Remedy procedure is the documentation of the informal resolution attempts written on a form for that purpose. You must obtain the form from your Correctional Counselor. On the form, you will briefly state the nature of your problem and list the efforts made by you to resolve the problem informally.

After the Informal Resolution form is completed, your Counselor will give you a BP-9 form, usually within seventy-two (72) hours of the time that you approached him/her with your problem. You will then complete the BP-9 form, attach the informal resolution form and give the forms to your Correctional Counselor. You will then receive a receipt from the Associate Warden's Office. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to you. This time limit for the response may be extended for an additional twenty (20) calendar days, but you must be notified of the extension. When the complaint is perceived to be of an emergency nature and a threat to the inmate's immediate health or welfare, a reply must be made as soon as possible, and within three calendar days from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Southeast Regional Director. This appeal must be filed within twenty (20) calendar days from receipt of the BP-9 response. The Regional Appeal is written on a BP-10 form and must have a copy of the BP-9 form and response attached. The BP-10 form may be obtained from the Counselor. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response to the Regional Appeal by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The appeal must be filed within thirty (30) calendar days from the receipt of the BP-10 response. The National Appeal must be made on a BP-11 form and must have copies of the BP-9 and BP-10 forms with the responses attached. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

In writing a BP-9, BP-10, or BP-11, the form should be written in three sections: a statement of facts, the grounds for relief, and the relief requested. The statement of facts should be brief and concise. You must give a complete and accurate account of the facts and events leading up to the incident in order to get a meaningful answer (support your claims with evidence). Begin your Remedy request in Part A, and the use of additional 8½ x 11 continuation pages may be used. It is important to list the names of all witnesses that can verify your claims, both staff and inmates. You should state the reasons that you feel relief should be granted.

Program Statements, FCI Edgefield Supplements, United States Code, and other legal reference materials are available in the Law Library to help you determine grounds for relief. The final portion of your BP-9 is your specific request for relief. You must state exactly what you want done about your problem.

Time Limits for Administrative Remedy:

| TIME LIMIT: | BP-9 | BP-10 | BP-11 |
|-----------------------------|---------------------|----------------------------|-----------------------------|
| FILING TIME FOR INMATE: | 20 Days of incident | 20 Days from BP-9 response | 30 Days from BP-10 response |
| RESPONSE OF ADMINISTRATION: | 20 Days | 30 Days | 40 Days |
| EXTENSIONS ALLOWED: | 20 Days | 30 Days | 20 Days |

NOTE: All response times are in calendar days.

Sensitive Complaints

If an inmate believes his complaint is of a sensitive nature and that he would be adversely affected if the complaint became known at the institution, he may file the complaint directly to the Regional Director. The inmate must explain in writing the reason for not filing the complaint with the institution.

If the Regional Director agrees that the complaint is sensitive, he shall accept and respond to the complaint. If the Regional Director does not agree that the complaint is sensitive, he shall advise the inmate in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

For additional information, see the following Program Statement and Institution Supplement.

P.S. 1330.13 Administrative Remedy Procedure for Inmates

I.S. 1330.13D Administrative Remedy Procedure for Inmates

Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requested from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

Freedom of Information Act Request

The Privacy Act of 1974 provides only for an individual's access to his own records. All formal requests by people for access to records about another person or any agency record other than those pertaining to themselves (including Program Statements and Operation Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

Inmate Access to Medical Records

An inmate may review the following records from his Medical File (including dental records) by submitting a request to the Health Services Administrator:

1. Report of medical history (Form 89/93);
2. Laboratory reports containing only scientific testing results;
3. Doctor's orders (Form 508)
5. Medication sheets (Form BP-Med-22).

An inmate can get personal copies of these documents through the Medical Department. Medical records giving evaluations and/or opinions of the medical staff about an inmate's care and treatment will be provided only to a doctor assigned, in writing, by the inmate or former inmate, i.e., outpatient notes, consultation notes, narrative summaries of reports by specialists, operative reports by the physician, or inpatient progress reports.

Release of records with respect to appeals of decisions rendered under Inmate Accident Compensation are governed by 28 CFR Part 301.

Inmate Access to Other Documents

An inmate can request access to the "Non-Disclosable Documents" in his Central File and Medical File, or other documents concerning himself that are not in his Central File or Medical File by submitting a "Freedom of Information Act Request" to:

Federal Bureau of Prisons
Freedom of Information Act Request
320 First Street, N. W.
Room 738 HOLC Bldg
Washington, D.C. 20534

You must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your institution number and date of birth for identification procedures.

A request on behalf of an inmate by an attorney for records concerning that inmate will be treated as a Privacy Act request, if the attorney has forwarded an inmate's written consent to disclose materials.

If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after deletion of the exempt portions.

For more detailed information, see the following Program Statements:

P.S. 1351.04 Release of Information

P.S. 5800.11 Inmate Central File, Privacy Folder, and
Parole
Mini-Files

Work Assignments

After inmates complete their Admission and Orientation Program (A&O), they will be assigned to a work detail. On the date of your classification, the Classification Team will assign you to a permanent work detail. If possible, you will be assigned to the type of work which you prefer. However, you must be qualified for the work detail. The needs of the institution will be given first consideration when assigning you to a job assignment. Several facts that will be considered when assigning you to a job assignment are as follows:

| | |
|--------------------|----------------------------------|
| Institution Needs | Previous Work Experience |
| Physical Condition | General Attitude |
| Education | Ability to Benefit from Training |

Intelligence Plans for the Future

Here are some of the work details and training available for you at FCI Edgefield:

Food Service - cooks, bakers, butchers, salad preparers, orderlies, dishwasher operators, clerks

Mechanical Services - electricians, plumbers, cement finishers, masons, mechanics, welders, painters, carpenters, laborers, clerks

Warehouse - clerks

Institution Hospital - orderlies

Education - librarians, clerks, orderlies

Clothing Room - clerks, clothing dispensers

Sanitation - sanitation workers

Institution Maintenance - landscape workers, building orderlies

To maintain a safe and healthful work environment, inmates are only authorized to possess personal protection equipment issued by the work supervisor when reporting to their assigned work detail. Inmates who are scheduled for callout will be allowed to have necessary items such as educational folders, books, supplies, approved religious items, etc.

If you wish to change your job assignment, you must submit a written request for a job change to your Unit Manager, Case Worker, or Counselor, on an Inmate Request to Staff Form (copout), what your present job assignment is, and to which job assignment you wish to be transferred. The copout must contain both the signature of your present Work Supervisor and the signature of the requested Work Supervisor.

Usually, job changes will be made only when there is an obvious need and benefit either to the institution, to you, or both. Normally job changes will become effective on Monday.

Performance and Unicor Pay

If you are assigned to a paid work assignment, you may be awarded Performance Pay if your Work Supervisor recommends you for it.

| | |
|---------------------------|------------------------|
| Performance Pay.....Grade | 4 - \$.12 |
| | 3 - \$.17 |
| | 2 - \$.29 |
| | 1 - \$.40 |
| | \$5.25 Maintenance Pay |
| Unicor.....Grade | 5 - \$.23 |
| | 4 - \$.46 |
| | 3 - \$.69 |
| | 2 - \$.92 |
| | 1 - \$1.15 |

These rates are subject to change according to Federal Bureau of Prisons Policy. You will be paid only for those hours during which your job performance is satisfactory. Each work detail has a specific number of positions allotted which are utilized to receive performance pay.

If you are having problems concerning your performance pay, you should report these problems immediately to your Supervisor.

Performance pay is ordinarily deposited in your Commissary account within 10 working days after the end of the pay period.

For more detailed information, see Program Statement 5251.05, entitled Inmate Work and Performance Pay.

Those inmates in Financial Responsibility Program Refusal status can earn no more than maintenance pay. If you are working in Unicor and are on "Refusal" status, you will be dismissed from Unicor and will be reassigned to another work detail.

RIGHTS

1. You have the right to health care services, based on the local procedures at this institution. Health services include medical sick call, dental sick call, and all support services. Sick call at this institution is conducted:
6:30 a.m. - 7:00 a.m.
Mon/Tue/Thur/Fri (excluding holidays)
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advanced Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. You have the right to be treated with respect, consideration and dignity.

6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

7. You have the right to be examined in privacy.

8. You have the right to obtain copies of certain releasable portions of your health record.

9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your unit team and Warden.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

5. You have the responsibility to treat staff in the same manner.

6. You have the responsibility to keep this information confidential.

7. You have the responsibility to comply with security procedures.

8. You have the responsibility of being familiar with the current policy to obtain these records.

9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.

10. You have the responsibility to comply with prescribed treatments and follow prescribed orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the right to request a routine physical examination, as defined by Bureau Policy. If you are under the age of 50, once every two years; over the age of 50, once a year.

13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.

14. You have the right to a safe, clean and healthy environment, including smoke free living areas.

15. You have the right to refuse medical treatment in accordance with Bureau Policy. Refusal of certain diagnostic tests for infectious disease can result in administrative action against you.

12. You have the responsibility to notify medical staff that you wish to have an examination.

13. You have the responsibility to maintain your oral hygiene and health.

14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

U. S. Department of Justice

Federal Bureau of Prisons

Sexually Abusive Behavior Prevention and Intervention

An Overview for Offenders

May 2005

Your Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- ★ Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- ★ Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- ★ Do not accept an offer from another inmate to be your protector.
- ★ Find a staff member with whom you feel comfortable discussing your fears and concerns.
- ★ Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- ★ Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- ★ Stay in well lit areas of the institution.
- ★ Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- ★ Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What to do if you are Afraid or Feel Threatened

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

If you become a victim of a sexually abusive behavior, you should report it immediately to staff who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530**

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

Management Program for Assailants

Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy.

Code 101/(A): Sexual Assault

Code 205/(A): Engaging in a Sex Act

Code 206/(A): Making a Sexual Proposal

Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 300/(A): Indecent Exposure

Code 404/(A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person FORCIBLY or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. Sexual Assault with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. Sexual Fondling: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

d. Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

Contact Offices

U.S. Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office
Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Mid-Atlantic Regional Office
10010 Junction Drive, Suite 100-N
Annapolis Junction, Maryland 20701

North Central Regional Office
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office
7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568

